



Homeless Prevention Program (HPP)

FY 2013 Grant Implementation Session

Thursday, July 12, 2012

10:00 AM-12:00 PM

(Webinar)



To access webinar audio

Call-in toll free number 1-8668425779

Conference Code: 804 371 7027



Homeless Prevention Program

HPP is a state funded program designed to divert households from homelessness by providing targeted and limited assistance to households who, **but for this assistance**, are likely to become homeless.

The program goal is to prevent new cases of homelessness.





FY 2013 HPP Application

- First application processed through the Centralized Application Management System (CAMS)
- 28 applications were reviewed by a five member panel
- Funding based on scores and the need for statewide coverage
- Approximately \$4.5 million to be distributed throughout the Commonwealth for HPP activities



Clarification

- Prevention vs. rapid re-housing
- Who is eligible for prevention?
- What are the recertification requirements?
- Is self-sufficiency required?



Clarification continued

- Prevention vs. Rapid re-housing

Prevention: Goal is to keep households from becoming homeless (**currently housed**)

Rapid Re-housing: Goal is to reduce the length of time households experience homelessness (**currently homeless**)



Clarification continued

- Who is eligible for HPP Services?

Eligible individuals/families are currently in housing and are at the greatest risk of becoming homeless

They are NOT currently homeless

They are NOT “Graduating out of shelter”

They are NOT currently living in their cars or places not meant for human habitation



Clarification continued

- Who is eligible for HPP Services?
- Households that meet the “But for” criteria
“Would this individual or family be homeless but for this assistance?”
- Households that are below 50 percent of Area Median Income (AMI) with no more than \$500 in assets



Clarification continued

- Who is eligible for HPP Services?
- Households that are at risk of losing their housing and meet both of the following circumstances:
 - No appropriate subsequent housing options have been identified; AND
 - The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing
- Households must meet at least one of the high risk factors or have two or more of the moderate risk factors (HPP guidelines).



Clarification continued

- Is self-sufficiency required for HPP eligibility?
 - No, self sufficiency is not required for program eligibility
 - Policies and procedures that include self-sufficiency as eligibility requirements will not be approved

Questions ?????



Next Steps

- Submit Policy and Procedures in CAMS
- Resubmit Budget in CAMS



Policy and Procedures Review

- Grantees required to upload current HPP policies and procedures into CAMS for review by Thursday, July 19, 2012.
 - Go to your agency's HPP application in CAMS
 - Click edit
 - Click on the Attachments tab
 - Upload your HPP policies and procedures document/manual into the "Policy and Procedures Manual" slot at the bottom of the page
 - Click SAVE
- **After Policy and Procedures Manual are received DHCD will open budget negotiation.**



Budget Review

- Budget must be in CAMS by C.O.B. on July 23rd for the program to become an active project
- Budget zeroed out now
- Must resubmit budget based on actual funding level
- Different budget format from application
- Reimbursements will directly correlate to budget in CAMS
 - Initial allocations will be completed outside of CAMS (you should have received documents via email last week)



Submitting budget in CAMS

Go to the
Project
budget tab

DHCD CAMS Portal - Windows Internet Explorer provided by Virginia IT Partnership

http://10.192.101.140/CAMSPortal/Applications/Application.aspx?App=313

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DHCD CAMS Portal | CAMS Administration

Application Submission Print

Application ID: 34303282012183359 Project Name: Homeless Prevention 3/27/12 kld Program Name: HPP
Application Start Date: 05/01/2012 Application End Date: 07/31/2012

Project Information **Project Budget** Narrative Information Attachments Additional Information

Project Budget Information You must click the "Save" button below to save the info you enter in the page!

Please enter your Total Request: \$ 1,025.00 Revision #: AR00003 Original Budget

Cost/Activity Category	DHCD Request	Other Funding	Total
+ Financial Assistance (Rental/Mortgage Assistance) Add Delete	\$700.00	\$1,000.00	\$1,700.00
+ Financial Assistance (Housing Relocation and Stabilization) Add Delete	\$200.00	\$100.00	\$300.00
Financial Assistance Total (no less than 70%)	\$900.00	\$1,100.00	\$2,000.00
+ Housing Relocation and Stabilization Services (20% limit) Add Delete	\$50.00	\$100.00	\$150.00
+ HMIS (5% limit) Add Delete	\$50.00	\$500.00	\$550.00
+ ADM (5% limit) Add Delete	\$25.00	\$500.00	\$525.00
TOTAL	\$1,025.00	\$2,200.00	\$3,225.00

Budget Narrative:
budget narrative info here

Save

Contact Us LEAD DHCD Site

Local intranet 100%

Start | Completing the CAMS Bu... | DHCD CAMS Portal -... | IT Matters - Microsoft Outl... | 11:12 AM



Submitting budget in CAMS continued

Click on Add to view and select each applicable line item.

CAMS Administration - Windows Internet Explorer provided by Virginia IT Partnership

http://apps/cams/PriManage/AppDetail.aspx?AppID=29&PID=13&SID=26&Value=0&By=0&Order=Company_Namr

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CAMS Administration

VIRGINIA DHCD AND COMMUNITY DEVELOPMENT Partners for Better Communities

Program Setup Admin Management Glossary

Applications | Program Data and Reports | Projects Lyndsi Austin

Application Detail Back to Search

App ID: 2604032012094546 Project Name: Improvement Association Homeless Prevention Program Program Name: HPP
Application Start Date: 03/12/2012 Application End Date: 04/20/2012 Submitted on: 04/20/2012

Project Information Project Budget Narrative Information Attachments Additional Information DHCD Decision

Project Budget Information

Budget Revision #: A000001

Cost/Activity Category

		DHCD Request	Other Funding	Total
<input type="checkbox"/>		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>		\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	Re	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	To Rent Arrears	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Mortgage			
<input checked="" type="checkbox"/>	Advance Payment	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Other	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	HMIS (5% limit)	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	Administration (5% limit)	\$0.00	\$0.00	\$0.00
	TOTAL	\$0.00	\$0.00	\$0.00

Budget Narrative:
The Improvement Association Budget Narrative

Done

Start CAMS Administration... Document1 - Microsoft W...

Local intranet 100% 10:58 AM



Submitting budget in CAMS continued

Select applicable
line item from the
drop down menu.

CAMS Administration - Windows Internet Explorer provided by Virginia IT Partnership

http://apps/cams/PriManage/AppDetail.aspx?AppID=29&PID=13&SID=26&Value=0&By=0&Order=Company_Namr

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CAMS Administration

VIRGINIA DHCD AND COMMUNITY DEVELOPMENT
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→ Program Setup
→ Admin Management
? Glossary

Applications | Program Data and Reports | Projects Lyndsi Austin

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Project Information **Project Budget** Narrative Information Attachments Additional Information DHCD Decision

Project Budget Information

Budget Revision #: AO00001

Cost/Activity Category

		DHCD Request	Other Funding	Total
<input type="checkbox"/> Rental/Mortgage Assistance	Add Delete	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> <div>Drop down menu</div>		\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Rent	Add Delete	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Rent Arrears		\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Mortgage		\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Advance Payment	Add Delete	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Other		\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> HMIS (5% limit)	Add Delete	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Administration (5% limit)	Add Delete	\$0.00	\$0.00	\$0.00
TOTAL		\$0.00	\$0.00	\$0.00

Budget Narrative:
The Improvement Association Budget Narrative

Done

Start CAMS Administration... Document1 - Microsoft W... Local intranet 10:58 AM



Submitting budget in CAMS continued

Once all budget line item detail has been entered click Save at the bottom of the page.

DHCD CAMS Portal - Windows Internet Explorer provided by Virginia IT Partnership

http://10.192.101.140/CAMSPortal/Applications/Application.aspx?App=313

Application ID: 34303282012183359 Project Name: Homeless Prevention 3/27/12 kld Program Name: HPP
Application Start Date: 05/01/2012 Application End Date: 07/31/2012

Application Submission

Project Budget Information You must click the "Save" button below to save the info you enter in the page!

Please enter your Total Request: \$ 1,025.00 Revision #: AR00003 [Original Budget](#)

Cost/Activity Category	DHCD Request	Other Funding	Total
Financial Assistance (Rental/Mortgage Assistance) Add Delete	\$700.00	\$1,000.00	\$1,700.00
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Financial Assistance Total (no less than 70%)	\$900.00	\$1,100.00	\$2,000.00
Housing Relocation and Stabilization Services (20% limit) Add Delete	\$50.00	\$100.00	\$150.00
HMIS (5% limit) Add Delete	\$50.00	\$500.00	\$550.00
ADM (5% limit) Add Delete	\$25.00	\$500.00	\$525.00
TOTAL	\$1,025.00	\$2,200.00	\$3,225.00

Budget Narrative:
budget narrative info here

[Save](#)

Application.aspx?App=313

Start | Completing the CAMS Bu... | DHCD CAMS Portal | IT Matters - Microsoft Out... | Local intranet | 100% | 11:17 AM

Questions ?????



Budget Category Limits

- **Financial Assistance** - No less than 70 percent
- **Housing Relocation and Stabilization Services** - Cannot exceed 20 percent
- **HMIS** - Cannot exceed 5 percent
- **Administrative Costs** - Cannot exceed 5 percent



Financial Assistance

- No less than 70% of award
- Rent
- Rent arrears
- Security deposits
- Utility deposits
- Utility payments (including past due)
- Moving costs
- Application fees
- Mortgages assistance
- Only third party payments
- No duplication of assistance
- Prior HPP (or HIP) assistance may NOT exclude a household



Financial Assistance - Rent

- No paying yourself or a subsidiary
- Nine months (per incident)
- Amount of assistance based on need
- Any portion of one month counts as one month toward the nine month limit
- Every three month recertification of eligibility required
- Rent Reasonableness and FMR required
- Minimum standards apply (new units)
- Must provide appropriate level of case management



Financial Assistance - Deposits

- Security and utility deposits are allowable
- Grantee must not take measures to recapture any security or utility deposits
- If any deposits are recaptured – they must be tracked as program income
- All resulting program income must be used for HPP eligible activities



Financial Assistance – Mortgage

- Limited cost category (last resort only)
- Must otherwise meet all other HPP eligibility requirements
- Must be necessary to avoid imminent homelessness
- Short term assistance only (no more than three months)
- Beyond three months requires DHCD approval
- Program participant must be working with a certified housing counselor if being considered for mortgage assistance
- All other options must be pursued
- Certified housing counselor must certify as necessary (including documentation that alternatives have been pursued)



Housing Relocation and Stabilization Services

- Limited to 20 percent of total award
- Services focused on assisting program participant with housing stability
- Limited to:
 - Housing case management
 - Housing search
 - Mediation/legal services
 - Credit repair
- Credit repair details:
 - Credit repair does not include payment of bad debt
 - If credit check or background checks are done must be universal
 - Used to assist with housing stability NOT as a means to determine eligibility



Homeless Management Information System (HMIS)

- Limited to five percent of total award
- Grantees MUST use HMIS
- Allowable costs:
 - Reasonable costs associated with operating HMIS for HPP purposes
 - Costs associated with the purchase of HMIS software or user licenses
 - Computer equipment for the purposes of HPP HMIS data entry
 - Data entry and analysis costs (staff)
 - HMIS specific training (travel and staff)
- Ineligible costs:
 - Planning and development of HMIS system
 - New software system



Administrative Costs

- Limited to five percent of total award
- Allowable costs:
 - Costs associated with accounting for grant funds
 - Preparing reports
 - Obtaining audits
 - Staff salaries associated with these activities
- Ineligible costs:
 - Costs associated with providing housing relocation and stabilization services
 - Costs associated with HMIS data entry and data collection



Questions ?????



Ineligible/Prohibited Activities

- Grantee past due taxes
- Grantee late fees
- Repayment of loan from program participant to grantee
- Return of deposits not tracked as program income
- Assistance where other sources are available
- Program participant fees
- See program guidelines for a more extensive list of prohibited activities



2-1-1 Requirement

- Agency must maintain up-to-date program information on the Virginia 2-1-1 system
- <http://www.211virginia.org/contactus.php>



Coordination with entire CoC Requirement

Agency must have a system in place to reach out to ALL localities within the CoC



Other HPP Requirements

- Discharge coordination
- Appropriate referrals for ineligible households
- Confidentiality (locked and restricted access; use of unique identifiers)
- Grievance policy (notification required both for those ineligible and those where assistance is terminated)
- Recordkeeping (five years)
- DHCD monitoring (programmatic and financial)
- HMIS
- Reporting
- Conflicts of interest
- Property Standards
- Nondiscrimination and Equal Opportunity
- Affirmatively Furthering Fair Housing



Financial Reporting Processes and Calendar

- Four months (33%) of HPP funds will be allocated upfront
(if requested)
- Quarterly reimbursements through CAMS

Expenditure Period	Request for Reimbursement Submission Date
July 1, 2012- Septmeber 30, 2012	October 10, 2012
October 1, 2012- December 31, 2012	January 10, 2013
January 1, 2013- March 31, 2013	April 10, 2013
April 1,2013- June 30, 2013	May 10, 2013 • Initial Allocation Expenses and Projections



Quarterly Reports

- We anticipate HPP quarterly reports will be submitted in CAMS

Reporting Period	Due Date
July 1, 2012-September 30, 2012	October 10, 2012
October 1, 2012- December 31, 2012	January 10, 2013
January 1,2013- March 31, 2013	April 10, 2013
April 1, 2013- June 30, 2013	July 5, 2013



Prevention Outcomes

- Number/percentage of HHs served (with HPP assistance) where homelessness was prevented
- Number/percentage of HHs served that are in permanent housing at three months (as measured from program entrance date)
- Number/percentage of HHs served that are in permanent housing at six months (as measured from program entrance date)
- Number of homeless in PIT for specific CoC or local planning group

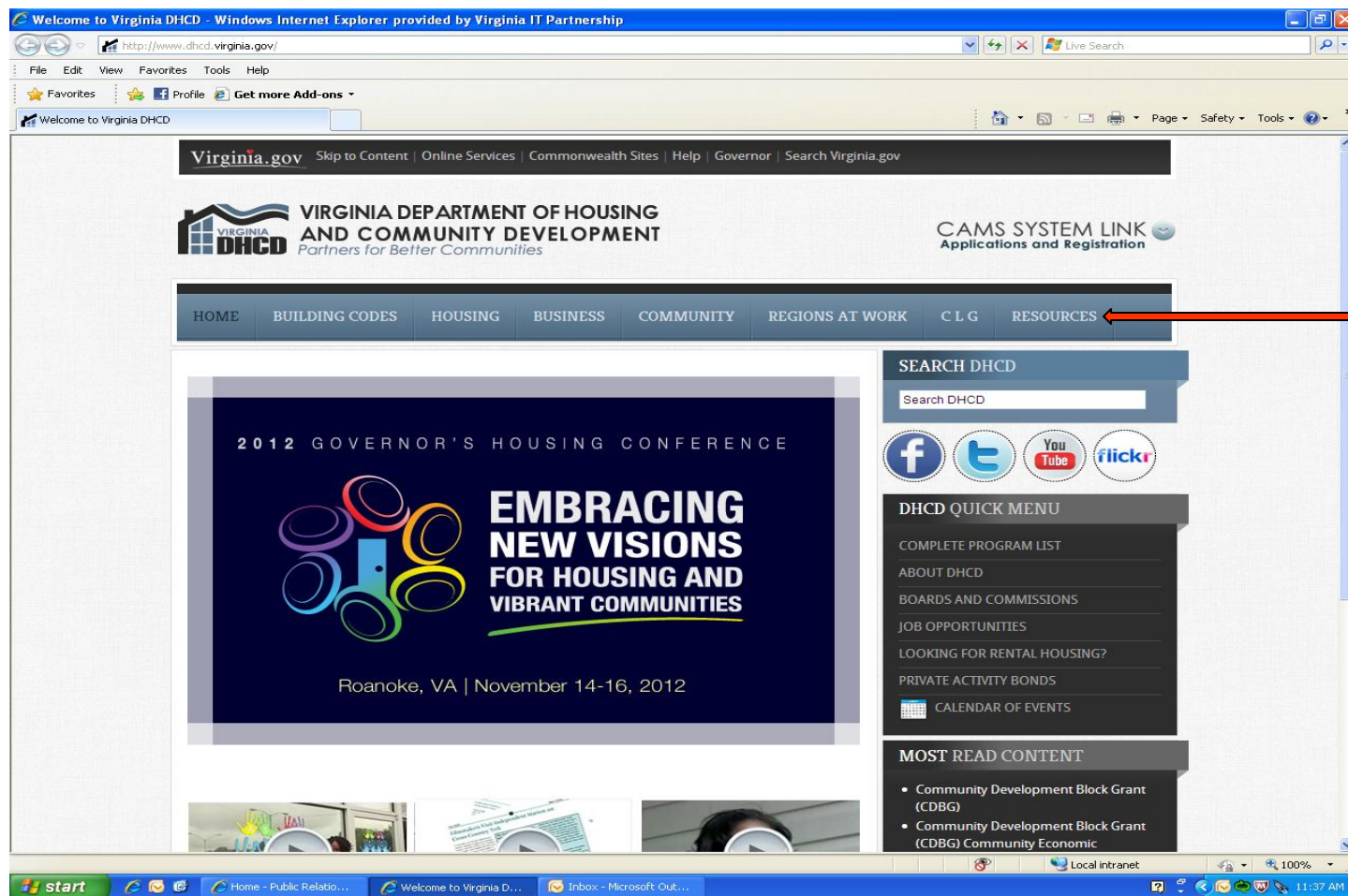


Prevention Outputs/Demographics

- Number of HH served
- Number of HH with dependent children
- Number of HH with disability
- Number of veterans
- Head of HH employment status at entry
- Head of HH employment status at exit
- Perhaps other HMIS standard data elements



DHCD's new website





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Questions ?????